

MINUTES
PERSONNEL COMMITTEE

Tuesday, May 14, 2013

City Hall, Room 207

6:15 p.m.

Members Present: Chair Andy Nicholson, Ald. Amy Kocha, Ald. Tom Sladek

Members Excused: Ald. Tom DeWane

Others Present: Director Lynn Boland, Director Steven Grenier, Director Dawn Foeller, Chief Tom Molitor, Chief Mike Nieft, City Attorney Wachewicz and others

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

3. Approval of the minutes of the meeting of April 23, 2013.

A motion to approve the minutes of the meeting of April 23, 2013 was made by Ald. Kocha seconded by Ald. Sladek. Motion carried unanimously.

4. Request to fill the following Public Works positions and all subsequent vacancies resulting from internal transfers.

- Bridgetender
- Maintenance & Enforcement Attendant
- Truck Driver
- Sewer Laborer
- Street Supervisor
- Engineering Aide

A motion to approve the requests to fill Bridgetender, Maintenance & Enforcement Attendant, Truck Driver, Sewer Laborer, Street Supervisor and Engineering Aide in the Public Works Department and all subsequent vacancies resulting from internal transfers was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

5. Update on a rehire policy for the City's employees.

Director Boland stated the committee had requested information on the Council's authority to approve a rehire policy for Police and Fire employees or whether the Police and Fire Commission held that authority. Atty. Wachewicz reviewed this

issue and stated the Police and Fire Commission has the authority to set policy with respect to the eligibility list, but the terms and conditions of employment such as seniority, fall under committee and council decisions. Therefore, the terms and conditions for a rehire policy would be a City-wide policy.

A motion to adopt a rehire policy that would apply to all regular City employees with a minimum of three years of service with the City and a break in employment of six months or less was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

6. Report of the Human Resources Director.
 - Update on LTD and Life Insurance RFP process.

Director Boland stated the City is planning to move forward and request bids on the life insurance and long term disability policies. The current policies have been in place for a number of years and there may be cost benefits to the City by looking at these two products together. The City currently provides a level of life insurance to its regular full time employees. Additional life insurance can be purchased by the employee at their cost for the employee, spouse and/or dependents. Long term disability is a voluntary benefit that can be purchased by the employee. The targeted timeline is as follows.

- Send out RFP – June 3
- Quotes due back – June 21
- City reviews quotes and interviews finalists – by July 16
- Recommendation to the Personnel Committee – July 23
- Recommendation to the City Council – July 30

A motion to approve the RFP process on Long Term Disability (LTD) and Life Insurance was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

7. Discussion with possible action on Personnel Committee meeting schedule:

May 28 – cancel meeting	August 13
June 11	September 10
July 23	October 8 & 22

Director Boland suggested the above meeting schedule for Personnel and Finance Committee to coincide with City Council meetings which are scheduled for June 18, July 30, August 20 and September 17.

A motion to approve the meeting dates as presented with the exception of July 23 was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

8. Update and discussion regarding labor negotiations.

A motion to convene in closed session was made by Ald. Kocha, seconded by Ald. Sladek. Roll call vote 3-0.

A motion to receive and place on file the update on labor negotiations was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

9. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the routine report of Personnel Actions for regular employees was made by Ald. Sladek and seconded by Ald. Kocha. Motion carried unanimously.

10. Request for approval for out-of-state travel for two employees to attend the National Brownfield Conference in Atlanta, Georgia from May 14-17, 2013.

A motion to receive and place on file the request for approval for out-of-state travel for two employees to attend the National Brownfield Conference in Atlanta, GA from May 14-17, 2013 was made by Ald. Sladek, seconded by Ald. Kocha.

Under discussion, Ald. Kocha inquired if the record should show approval of the expenditure of the grant money. Atty. Wachewicz agreed, and stated that consistent with past practice, requests have been brought forward for retroactive approval to indicate compliance with the process. Ald. Nicholson asked if this is regular process for government. Atty. Wachewicz replied in rare circumstances - yes. Ald. Nicholson stated the committee should be consistent with the process, the checks and balances and the proper protocol of government. Atty. Wachewicz stated this was an expenditure of grant money and therefore needs Council approval before this action takes place. Ald. Nicholson stated he received a second opinion from Claire Silverman of the Wisconsin League of Municipalities who stated the executive can approve expenditure of budgeted funds, but if the funds are given to the City laterally, then the Council needs to approve. Discussion followed on implementing a policy or process in place for the future.

Ald. Kocha requested to approve the request as a courtesy with the understanding this issue will be addressed in the future.

Ald. Sladek amended the motion on the floor from receive and place on file to approve. Ald. Kocha seconded the motion.

Ald. Nicholson disagreed with the motion, stating the motion should be receive and place on file, or don't recognize the request.

Ald. Sladek agreed with Ald. Kocha that there should be a record the request was approved. Ald. Nicholson questioned Atty. Wachewicz about the procedure

if the Chairperson doesn't recognize the motion. Atty. Wachewicz replied the Chairperson can rule the motion out of order.

Ald. Nicholson ruled the motion out of order.

There being no further business, a motion to adjourn was made by Ald. Nicholson and seconded by Ald. Sladek at 6:50 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary